

5/29/13

Window Waiver Request
Thomas Hurst
Technology Coordinator, ETUSD
4337 Lebec Rd.,
Lebec, CA 93243

To whom it may concern,

I am contacting you on behalf of El Tejon Unified School District to request that an E-Rate form 471 window waiver be granted to our district to allow continued E-Rate support. This is required for the Universal Service Administrative Company Schools and Libraries to accept our services ordered and certification form, and continue our district's use of the E-Rate program.

The justification for this need is due to a high employee turnover in the Technology Coordinator position, who has been responsible for E-Rate filing at ETUSD. Raymond Huning was previously the Technology Coordinator at ETUSD, and successfully filed for the E-Rate service for 12 years before retiring from the position in 2011, when he trained his successor, Sam Brooks. Sam Brooks used this knowledge and guidance to successfully file for the 2012-2013 year. Due to staffing shortage and hiring difficulties, there was a two week gap between Mr. Brooks' departure from ETUSD and Thomas Hurst's hiring, in November of 2012.

This gap in the filling of the Technology Coordinator position, as well as the communication and training that would have been provided in a regular successive employment circumstance, directly led to the late filing of ETUSD's E-Rate forms. Mr. Hurst began work on the filing applications as soon as he was made aware of their necessity, but was unable to complete the first form, Form 470, until March 4th. Due to the necessary 28 day window open before filing the Form 471, this already created a situation in which it was impossible to file the form in time for the March 14th deadline.

This lateness was then exaggerated by a district wide network outage and three successive server failures, making a prompt Form 471 filing impossible. Mr. Hurst reached out to other district employees for aid in the effort, and the Form 471 filing will be completed by Mr. Hurst's direct superior in charge of fiscal services, Fernando Nieto, with the aid of Mr. Hurst in technical matters. For these reasons, it is humbly requested that the Form 471 window be lengthened for the district to allow continued use of the E-Rate Program.

Thank you for your time and consideration,

Thomas Hurst